



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 2, 2009

Mr. Ed Hong, Chief Financial Officer
Del Amo Construction, Inc.
23840 Madison Street
Torrance, CA 90505

Dear Mr. Hong:

RE: FINAL MONITORING VISIT REPORT for Del Amo Construction, Inc. - **ET08-0196**

Date of the Visit:	7/2/09
Beginning/Ending Time:	9:00 a.m. – 11:30 a.m.
Date of Last Visit:	04/25/08
Visit Location:	Torrance
Persons in attendance:	Jeri DeCastro, Payroll Manager, Del Amo Construction, Inc. Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	Yes

Term of Agreement:	08/27/07 – 08/26/09	Agreement Amount:	\$40,920
Training Start Date:	09/05/07	No. to Retain:	31
Date Training must be Completed:	05/25/08	Range of Hours:	8 - 120
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

SUMMARY OF ACTION

REQUIRED FROM THIS VISIT:

None

FINAL REPORT SUMMARY:

The Agreement was executed on September 21, 2007, and training began on September 25, 2007. You reported that all ETP training was completed on May 22, 2009, which allows for the

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www.etp.ca.gov
ETP (05/16/2007)

90-day retention period to be completed within the term ending date of the Agreement – August 26, 2009.

ETP approved Agreement Amendment No. 1, executed on July 2, 2008, adding 12 months to the term of the Agreement, revising the term end date from August 26, 2008, to August 26, 2009; and increasing the maximum number of training hours in the range from 60 to 120 hours.

Project staff advised the Analyst, that Del Amo provided ETP training to 42 of the estimated 31 (<100%) trainees specified on Chart 1, Exhibit A of the Agreement, and these 42 trainees have completed training and will complete the 90-day retention period. Assuming all other Agreement requirements are met, Del Amo will earn approximately \$39,006 (95%) of the total ETP Agreement amount (\$40,920). Since you have been paid \$16,170 to date, you will receive an additional \$16,170 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst reminded your staff that the Final Closeout should be submitted no more than 30 days after the end of the Agreement term.

In discussing the ETP training provided, project staff indicated that the training helped employees keep up to date on changing technologies and estimating techniques, which is allowing the company to bid on projects, for new/different types of business, keeping them viable in the current economy and avoiding mass lay offs.

In discussing what barriers your staff experienced in implementing your ETP program, Ms. DeCastro stated that there were no barriers in implementing the training, just finding the time to provide it.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data; and that the administration of the project was easier to handle with the ETP tracking system; further adding, ETP staff provided good support throughout the Agreement. In closing, project staff commented that Del Amo is interested in returning to ETP in the near future for another ETP contract.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	44	Completed Training:	42
Trainees Enrolled:	58	In Retention Period:	40
Dropped Following Enrollment:	14	Completed Retention:	2

The project status you provided corresponds with the Contract Status report indicating 58 trainees are enrolled, and 14 have been dropped.

ATTENDANCE ROSTERS:

The Analyst reviewed Class/Lab Rosters for 24 Job 1 trainees, and compared the data with the information input on the ETP On-Line Tracking System. The review of the Class/Lab Rosters indicated that the Rosters were completed correctly, and corresponded with the training input on the ETP On-Line System, and met ETP's requirements; and the Agreement curriculum was provided as specified; and that you are in compliance with the ratio of one trainer to 20 retrainees, as specified in the Agreement Training Plan.

AUDIT:

Ms. DeCastro will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aquilar, Program Manager
North Hollywood Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood Regional Office

cc: Jeri DeCastro, Payroll/HR Manager
Del Amo Construction, Inc. (via E-mail)

David Guzman, Chief, Audits & Program Operations Division
Kulbir Mayall, Fiscal Manager
Master File
Project File

Date report mailed to Contractor 7/6/09